

# Interim Instructions for Starting a Building Permit Application For a Project Using the 2019 Chicago Construction Codes Tents and Other Temporary Structures—Standard Plan Review

# **Background**

In April 2019, the city council adopted an ordinance creating the 2019 Chicago Construction Codes. Unlike the pre-2019 Chicago Building Code, the Chicago Construction Codes are aligned with the widely adopted model building codes (I-Codes) published by the International Code Council, resulting in some significant changes in terminology. The 2019 Chicago Building Code (Title 14B) and 2019 Chicago Building Rehabilitation Code (Title 14R) became optional for most project types on December 1, 2019, and mandatory for all permit applications started on or after August 1, 2020 (with limited exceptions).

The City of Chicago is currently in the process of upgrading its online building permit interface (the Hansen Dynamic Portal). Unfortunately, the new system was not ready to launch at the same time as the new Chicago Construction Codes.

These interim instructions will guide you through the steps needed to begin a building permit application using the Hansen Dynamic Portal, which does not currently reflect the terminology used in the 2019 Chicago Construction Codes, until that system is replaced in 2021.

By following these instructions, you will avoid unnecessary data entry on your part and help city staff to review and process your permit application more efficiently.

Thank you for your patience and cooperation during this transitional period.

#### **These Instructions**

These instructions were written specifically for the following type of building permit application:

Scope of Work: Tents and Other Temporary Structures (Special Construction)

Review Program: Standard Plan Review

Separate instructions are available on the Department of Buildings website if the scope of work is a permanent building or if you are using the Self-Certification Permit Program. Please use the appropriate instructions for your application type to avoid mistakes and extra work.

# The Dynamic Portal and PDF Building Permit Application

To start a new building permit application, visit <a href="http://ipiweb.cityofchicago.org/DynamicPortal/">http://ipiweb.cityofchicago.org/DynamicPortal/</a> and log in using your unique account. (If you do not have an account, follow the instructions on that page to create one.)

To start this type of permit application, you must be an Illinois-licensed architect or structural engineer or a city-licensed expediter, and your license must be associated with your user account.

Last revised: 8/2/2020

Once you have logged in to the Dynamic Portal, on the main page click "Apply for a permit."

Several pieces of information that you will be required to provide in the Dynamic Portal portion of the application process will also be required when you fill out the PDF Building Permit Application (Form 400) during a later step of the permit application process. Form 400 reflects the new terminology and requirements of the 2019 Chicago Construction Codes.

#### It may be helpful if you begin filling out Form 400 before you log in to the Dynamic Portal.

Permit forms, including Form 400, are available at:

https://www.chicago.gov/city/en/depts/bldgs/supp\_info/department\_of\_buildingsapplications.html

Note: Many of these duplicate steps will be eliminated when the City's new permitting system comes online in 2021. We appreciate your patience in the interim.

### **Begin the Online Permit Application**

The Dynamic Portal will guide you through several pages to gather basic information about your permit application. As noted above, some of this information must match the information you provide on the PDF Building Permit Application (Form 400) later in the process, so it may be helpful if you begin filling out Form 400 before you log in to the Dynamic Portal.

Note: Many options in the Dynamic Portal are tied to your license type. If you do not see the options described in these instructions, your account may not be configured correctly. Please contact *eplan@cityofchicago.org* for assistance. When requesting assistance with the Dynamic Portal, it is helpful if you include screenshots of the problem you are encountering.

#### Job Type

Select "New Construction with Plans" as the permit application type.

In the "Workbenches" section, select "Tent/Canopy/Stage/Platform" only. **Do not select any other choices**.

Permit Application Type*					
New Construction with Plans					
Please indicate which of the following items will be worked on during your project.					
Workbenches					
Heating/Mechanical Porch/Deck Fire Prevention					
Plumbing	Refrigeration	Open Space			
□Electrical □Natural Ventilation ☑Tent/Canopy/Stage/Platform					
Driveway	Accessibility	Architectural Work			
☐Garage [	□Environmental				
Other Construction					
□Antenna Free Standing < 50 ft □Cell Tower Equipment Cabinet □Hoist					
□Antenna Free Standing >= 50 ft □Crane □F			☐Parking Lot		
Antenna on Roof - Over 100 lbs Detached Garage			Spray Pool		
Cell Tower Antenna Facade			Trash Enclosure		
[Cancel] Next Page					

Click "Next Page."

#### **Job Location**

Enter the address where the temporary structure will be installed.

If the temporary structure will be erected on a public street or sidewalk, provide the address of the nearest building. (You will also need to obtain a public way use permit from the Department of Business Affairs and Consumer Protection (BACP) or special events permit from the Department of Cultural Affairs and Special Events (DCASE)).

If the temporary structure will be erected in a park, use the park's official address. For Lincoln Park and Grant Park, provide the address of the nearest building in the park, such as a fieldhouse or museum. (Addresses are available on the Chicago Park District web site.)

You may provide partial address information.

Address				
Enter the address where your job is located.				
Number* Direction*	337			
	E V			
Street Name*	RANDOLPH			
Street Type	CHICAGO			
City State	IL			
Zip				
Previous Page Next Page				

Click "Next Page."

#### **Address List**

The system will attempt to validate the address you provide against the City's address records. If the system identifies multiple possible addresses, please select the correct address from the list.

If the address cannot be validated (for example, because the address is on a newly-created street), you may continue with the process to obtain an application number, but you will need to contact the Department of Buildings before you will be able to pay the building permit deposit fee.

Do **not** pick an incorrect address that is "close enough." It is very difficult to change the address after you start a permit application by paying the deposit fee, and this could delay processing of your permit application.



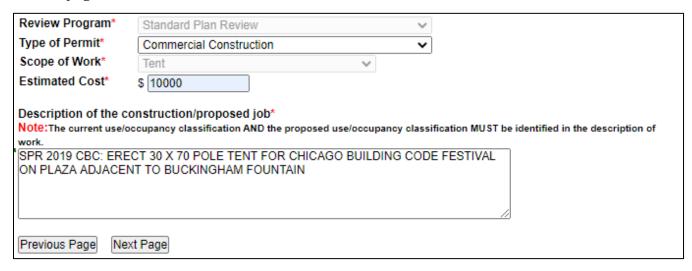
Click "Next Page."

#### **Job Description**

For "Type of Permit" select "Commercial Construction," even if your project involves a different type of occupancy.

For "Estimated Cost" provide the estimated cost of materials and labor for work to be performed under this permit.

For "Description of the construction/proposed job" see the detailed instructions and examples on the last page of this document.



Click "Next Page."

#### **Application Detail: Building Information**

For "Occupancy Code," click "Display Add Item Form" and select "**J-Misc Buildings/Structures**" regardless of the actual occupancy. Click "Save."

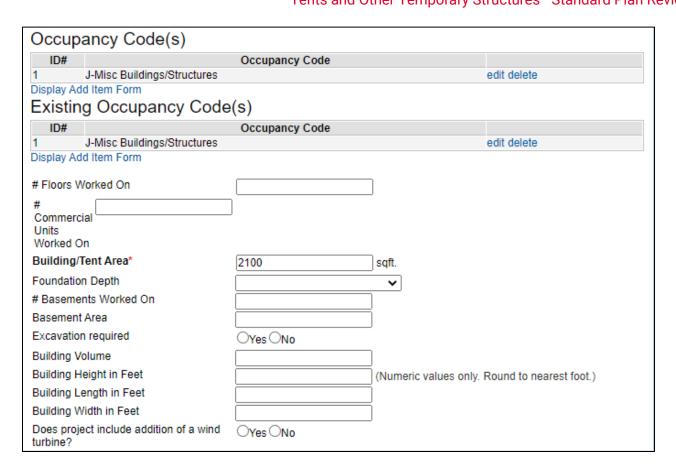
For "Existing Occupancy Code," click "Display Add Item Form" and select "J-Misc Buildings/Structures" regardless of the actual occupancy. Click "Save."

For "Building/Tent Area" enter the area of work, in square feet, calculated in accordance with Section 14A-4-412.2.2.1 of the Chicago Construction Codes Administrative Provisions:

The permit fee is based on: "The *gross floor area* of all construction, demolition or rehabilitation work to be permitted [under this application], including the floor area of [work in] *basements* that are excluded from *building area*, in square feet."

For "Building Height in Feet" enter the building height measured in accordance with Section 14B-2-203 of the 2019 Chicago Building Code, rounded to the nearest whole foot. (Note: this will usually be different than the building height measured for zoning purposes.)

Leave all other fields in the "Building Information" section blank.



#### **Application Detail: Tent**

Provide the date that the tent or other temporary structure will be installed and the date it will be removed by:



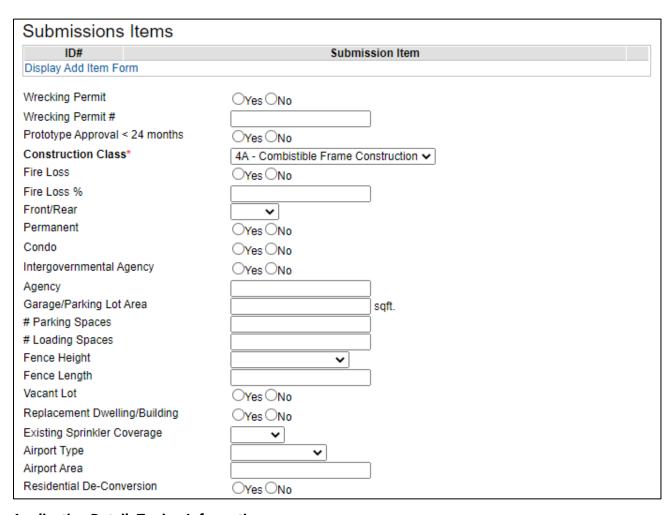
For most temporary structures, installation is limited to 60 days without written pre-approval from the Department of Buildings, however the system will accept any range of dates.

Standard Plan Review applications must be started, and drawings uploaded **three weeks** before the erection start date to allow adequate time for processing and review.

# **Application Detail: Application Standard Submission Detail**

For "Construction Class" select "**4B – Combistible Frame Construction**" regardless of the actual construction type.

Leave all other fields in the "Application Standard Submission Detail" section blank.



#### **Application Detail: Zoning Information**

Because zoning review is not required for temporary structures, you may place an "x" in each required field.

Zoning Details	
What is the current zoning use of the building?*	×
What is the proposed zoning use of the building?*	x
Is the proposed zoning use being expanded by area?*	×

Note: After completing the required fields on this page, you may save your application and return to it later. If you wish to do this, click "Save Application."

To continue with the application, click "Next Page."

#### **Contractors and Contacts**

On this page, you will be required to provide information about the permit applicant, property owner, design professional of record, and expediter (if applicable), as well as the general contractor who will install the tent or temporary structure.

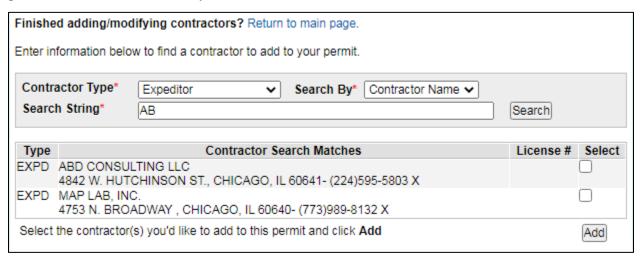
The system will use your credentials to identify your association with the permit application, either as an "Architect" or "Expediter." This will be displayed on the initial page.



#### **Contractors and Contacts: Add Contractor**

Click "Add Contractor" in the first section to add the design professional of record, any permit expediter involved with the application, and the general contractor who will install the tent or temporary structure.

On the page which appears, you will be able to search for licensed architects, expediters, and general contractors either by name or license number.



Mark the checkbox in the column labeled "Select" and then click "Add."

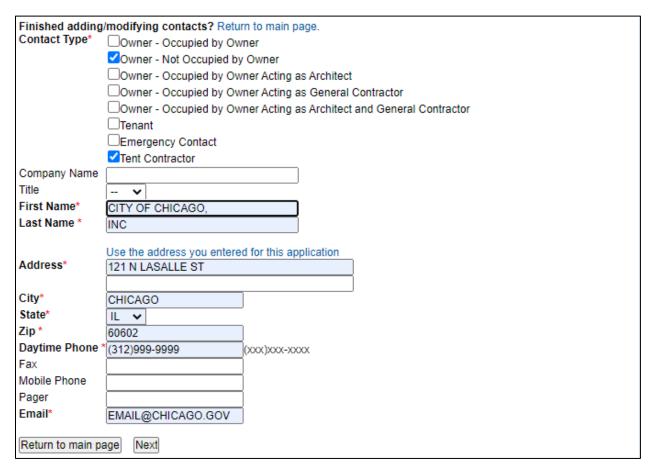
Continue this process until you have added all contractors, then click "Return to main page."

#### **Contractors and Contacts: Add Owners/Contacts**

Click "Add Individual Owner/Contact" in the second section to add the permit applicant.

You must indicate that the permit applicant is both the "**Owner**" and the "**Tent Contractor**." (The General Contractor, entered in the previous section, will be responsible for installing the tent, and the project manager will not issue the permit unless a general contractor is provided.)

If the permit applicant is a corporation, company, or similar entity, enter the first part of the name in the "First Name" field and the second part of the name in the "Last Name" field. (See example.)



If the contact information that you enter appears to match a record that already exists in the system, the system will ask you to confirm if the contact is the same.

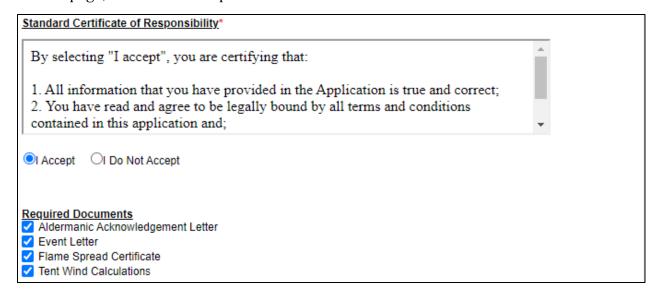
When you have finished entering all contacts, click "Return to main page."

#### **Contractors and Contacts: Add Company Owner/Contract**

Do **not** use this section for temporary structure permits.

#### Certification

On this page, review and accept the statement and check each of the boxes.



As of July 1, 2019, an "aldermanic acknowledgment letter" is no longer required and applications are no longer subject to a 10-day waiting period, however you must check the box.

Check the boxes for "Event Letter," "Flame Spread Certificate," and "Tent Wind Calculations" even if they do not apply to the type of temporary structure being permitted under this application.

Click "Next Page."

#### **Application Summary**

Review the summary of information to verify that it is correct and complete.

You may click either "Previous Page" or "return to the beginning of the application process" if you need to change any of the data you entered.

The following information must match the information you provide on the PDF Building Permit Application (Form 400) which will be uploaded to ProjectDox:

- "Job Location" must match "Address" (Form 400, Page 1).
- "Estimated Cost" must match "Estimated cost of work" (Form 400, Page 1).
- "Description" must match "Description of work" (Form 400, Page 1).
- "Building/Tent Area" must match "Area of work" (Form 400, Page 1).
- "Erection Starts" must match "Installation start date" (Form 400, Page 3-SC).
- "Removed by" must match "Removed by date" (Form 400, Page 3-SC).
- "Building Height in Feet" must match "Proposed Building Height" (Form 400, Page 3-NC).
- Under "Contractors" the "Design Professional of Record" (Form 400, Page 6-DP), "General Contractor" (Form 400, Pages 5 and 6-GC), and "Expediter" (Page 6-EX), if applicable, must be listed.
- Under "Contacts" the "Permit Applicant" (Page 5) must be listed as "OWNER" and "TENTCONT."

If you have not already started filling out a copy of the PDF Building Permit Application (Form 400), you should copy the information above to Form 400 before completing this step.

Click "Finish" if the information on the summary page is correct and complete.

**Warning**: You will not be able to make changes to the application data (other than listed contractors) after you click "Finish."

# **Pay Initial Fees to Start Your Application**

On the "Status" page, you will see that a zoning fee has been added to your application. You must pay this fee to "start" the application.

Click the "Add to Cart" button to add all unpaid fees to your cart.

#### **Status**

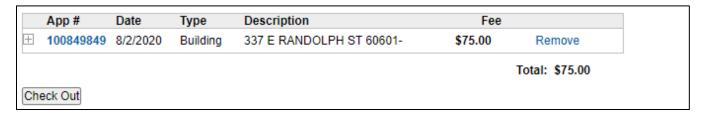


Click "View Cart/Checkout" in the panel on the left side of the page to pay the fees.

#### **Cart / Checkout**

Click "Check Out" to be taken to the City of Chicago's eCheckout system where you will be asked to pay for all items in your cart.

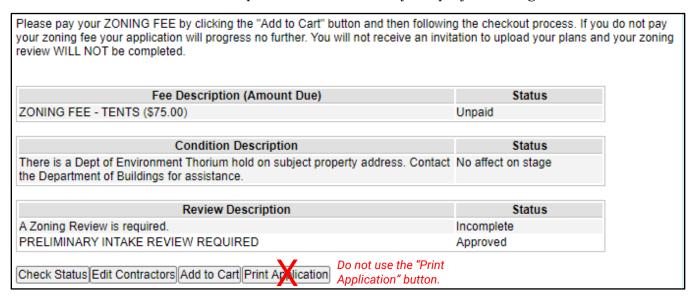
If there are fees in your cart that you do not want to pay for yet, click "Remove" before clicking "Check Out." You will be able to return fees to your cart from the Status page.



After successfully completing payment using the eCheckout system, you will be returned to the Status Page, where you will be able to confirm that the fees have been paid.

#### Status Page

As your permit application is being reviewed, you may return to this page to add or change the General Contractor who will be installing the temporary structure. You must provide complete contractor information before the permit can be issued by the project manager.



Do **not** use the "Print Application" button.

You will need to visit the Department of Buildings' Permit Applications web page to download the new style of PDF Building Permit Application (Form 400). This form is available at: <a href="https://www.chicago.gov/city/en/depts/bldgs/supp\_info/department\_of\_buildingsapplications.html">https://www.chicago.gov/city/en/depts/bldgs/supp\_info/department\_of\_buildingsapplications.html</a>

# **Continue Your Application Using ProjectDox**

#### **Invitation to Upload**

Within one hour of your fee payment being processed, you will receive an email inviting you to continue the permit application process using the ProjectDox system. You may also log directly in to the City of Chicago's ProjectDox system at <a href="http://planreview.cityofchicago.org/">http://planreview.cityofchicago.org/</a> Please contact <a href="mailto:eplan@cityofchicago.org">eplan@cityofchicago.org</a> for assistance if you do not receive an invitation or cannot see a record for your application number in ProjectDox after an hour.

#### **Upload Drawings and Documents**

To continue the application process, you must upload drawings and other documents, including a completed version of the PDF Building Permit Application (Form 400), using the ProjectDox system. Once you indicate that these documents are ready for review by completing the "applicant upload task," city employees will examine your application for compliance with code requirements.

For more information about the City of Chicago's E-Plan process and ProjectDox, including a User Guide, please visit: <a href="https://www.chicago.gov/city/en/depts/bldgs/provdrs/e\_plan.html">https://www.chicago.gov/city/en/depts/bldgs/provdrs/e\_plan.html</a>.

# When Your Permit Is Ready

When your permit application has been approved and your permit is ready to issue, you will receive an email notification. You will be able to pay the balance of your permit fee either through the Hansen Dynamic Portal or at a Department of Finance in-person cashiering location. (If you are paying at an in-person location, make sure you know the 9-digit application number.) After you have paid the fee, you will be able to print a permit certificate from the Dynamic Portal (or receive one from the cashier, if you pay in person). You will also be able to download approved copies of your construction drawings from the ProjectDox system.

# **Before Work Begins**

A copy of the permit certificate must be posted at the construction site and in a location visible from a public street or sidewalk before any work begins. A copy (either paper or electronic) of the approved construction drawings, downloaded from ProjectDox, must be on site at any time when work is occurring.

A copy of the permit certificate must remain posted and visible at the work site until the temporary structure is removed.

#### **More Information**

For more information about further steps in the process, including permit-related inspections, please visit our website: <a href="http://www.chicago.gov/buildings">http://www.chicago.gov/buildings</a>

If you need technical assistance with the Dynamic Portal or ProjectDox, please contact *eplan@cityofchicago.org*.

If you have comments about these instructions or the transition to the 2019 Chicago Construction Codes, please contact DOBCommissioner@cityofchicago.org.

# Description of Work: Requirements and Examples

Making sure your description of work includes key information, is accurate, and is concise is very important to ensuring the plan examination and inspection process will run smoothly.

For this type of work the description must:

- Begin with "SPR 2019 CBC:" (the system will add the start and end dates automatically)
- Describe the type and dimensions of the temporary structure, for example: "8 X 20 SHIPPING CONTAINER," "20 X 40 POLE TENT," or "CUSTOM 800 SQFT STAGE"
- Describe the intended use of the temporary structure, for example "FOR ASSEMBLY" or "FOR COOKING" or "FOR STORAGE"
- Describe any event the temporary structure is associated with, for example "DURING TASTE OF CHICAGO," "FOR SMITH WEDDING," "FOR VOLLEYBALL TOURNEMENT," or "FOR PRIVATE EVENT"
- If the temporary structure will be installed on a large site, such as Grant Park, describe the installation location, such as "LOCATION: BUCKINGHAM FOUNTAIN PLAZA"
- If the application is for reinstatement of a previously-issued permit, include "REINSTATEMENT OF PERMIT" and include the previous permit number
- If the permit is for reinstatement of a permit issued under the pre-2019 Chicago Building Code, begin the description with "SPR PRE-2019 CBC REINSTATEMENT"

# **Examples**

SPR 2019 CBC: SIX 8 X 20 SHIPPING CONTAINERS FOR MERCANTILE/STORAGE USE CONNECTED WITH AT-GRADE WOOD DECKS FOR POP-UP RETAIL VILLAGE. INCLUDES SMALL STAGE AND FENCED-IN OUTDOOR SEATING AREA WITH TABLES AND CHAIRS.

SPR 2019 CBC: TWO 15 X 45 FRAME TENTS FOR BUILDING HEALTH / SECURITY SCREENING. LOCATION: DALEY CENTER PLAZA.

SPR 2019 CBC: REINSTATE PERMIT 100123456 FOR ONE 30 X 50 STRUCTURE TENT FOR TEMPORARY MUSEUM EXHIBIT. LOCATION: MUSEUM OF SCIENCE AND INDUSTRY SOUTHWEST TERRACE.

SPR PRE-2019 CBC REINSTATEMENT OF PERMIT 100123456: ONE 20 X 80 POLE TENT, ASSEMBLY-TYPE USE (TABLES AND CHAIRS) FOR 1-DAY PRIVATE EVENT IN ST. JOHN CHURCH PARKING LOT.